

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture
U.S. DEPT. OF AGRICULTURE
NAT'L AGRIC. LIBRARY

A summary of significant events of
interest to USDA management

Issue #6
March 7, 1975

FEB 14 '79

MANAGEMENT AND BUDGET

MANAGEMENT COUNCIL ACTIONS.....

PROCUREMENT
CURRENT

PROJECT OVERHEAD TASK FORCE ON TRAINING COMPLETES INITIAL REVIEW.....

They will soon be making a report to the Assistant Secretary for Administration for a "go-no go" decision as to future studies on the training situation. A great deal of interest is being generated as a result of the task force studies. (Contact: Verne Bathurst, SCS, ext. 76297.)

DYNAMIC PRESENTATION MADE ON AMS COST ACCOUNTING SYSTEM..... Richard Bartlett led the discussion which included background of the system, its development and implementation, its advantages and problems. The presentation was very favorably received by the Council.

Due Dates and Upcoming Events.....

- ... SCS and ARS will host the Merit Promotion field test, which will begin April 18 and end in mid-July. Results will be sent to the agencies for comments. (Contact: E. Toth, OP, ext. 76104)
- ... Verne Bathurst, SCS, will discuss the SCS multiple-appraisal merit promotion system before the Council. The date is not scheduled yet. (Contact: Verne Bathurst, SCS, ext. 76297)
- ... We still have not received all the input for the OADS conference. Further delay in submission will result in a much shorter time for review of the papers.
- ... Comments on NFC systems and designs are overdue. Please send them to J.P. Bolduc.

CONGRESS ACTS ON TWO RESCISSION PACKAGES..... On March 4 the House Appropriations Committee reported on the January 30 budget rescission package and agreed to rescind only \$10 million of a recommended \$25 million for the Forestry Incentives programs. The remaining Department-recommended rescissions totaling \$181.7 million were disapproved. Floor action is expected next week.

The November 26 rescission request including Water Bank, Reforestation and Timber Stand Improvement, and Cooperation in Forest Fire Control was disallowed by the House. However, the Senate Committee agreed to rescind \$15.7 million of the Water Bank funds with Final Congressional action still pending. Meanwhile the 45-day limitation has run out and funds have been released. (Contact: Chuck Jewell, OMF, ext. 76176.)

SENATE APPROPRIATIONS HEARINGS SCHEDULED.....The Secretary will testify before the Appropriations Committee on April 8. The hearings will go from April 8 through April 23. Agencies will soon receive a tentative schedule for these hearings. (Contact: Chuck Jewell, OMF, ext. 76176)

HOUSE APPROPRIATIONS HEARINGS BEGIN MONDAY.....As previously reported in Issue #5, House hearings begin Monday, March 10. The schedule of these hearings has been distributed to the agencies. (Contact: Chuck Jewell, OMF, ext. 76176.)

USDA PRESENTS MANAGEMENT CONCEPT TO EXECUTIVE OFFICERS GROUP (EOG).....An EOG Conference composed of the Assistant Secretaries for Administration of each Department and the Associate Administrators for Management from the large independent agencies was held in Elkridge, Md., Feb. 24-26. The USDA contribution to the conference was a most effective management presentation by Mr. Wright, which included a Comparative Analysis of Administrative Management in the Various Departments and the USDA Management System including a discussion of our attempts to integrate staff analyses, the Service Center Program and the Management Council Concept. (Contact: Lawrence Wachs, OMF, ext. 73255.)

DEPARTMENT PARTICIPATES IN PRODUCTIVITY WORKSHOPS.....The Joint Financial Management Program (JFMIP) has a lead role in the Project to Measure and Enhance Productivity in the Federal Government. Currently JFMIP is conducting a series of 11 workshops on common functional activities including Library and Reference Services, Transportation and Vehicle Maintenance, Citizens Records, etc. USDA personnel with expertise in these areas are working with other Departments' representatives to improve productivity. (Contact: Ken Hatch, OMF, ext. 75301)

SUGGESTIONS SYSTEMS DO PRODUCE RESULTS.....A recent CSC report indicated that in 1974, 8.9% of government employees contributed 231,908 suggestions and over 25% were adopted. Measurable benefits of the suggestions saved about \$118.3 million of which \$4.5 million was paid out in cash awards. The average award was \$105. (Contact: Bill Holcombe, OMF, ext. 72370)

FEDERAL ASSISTANCE INFORMATION SYSTEM (FAIS) TASK FORCE SET UP.....OMB is directing an effort to improve the flow of information on Federal assistance programs among all levels of government. This will include a review of program coverage under related OMB and Treasury directives, and agency compliance with grant award reporting responsibilities. A Departmental task force composed of OMF, OO, and RDS personnel and contacts from the 12 affected agencies has been set up and will complete its work by May 3. (Contact: Buzz Guroff, OMF, ext. 75301)

5 AGENCIES PARTICIPATING IN 1975-76 EXECUTIVE INTERCHANGE PROGRAM.....Outstanding managers from APHIS, ES, and SCS have been nominated for consideration for one year assignments in private industry. ES, FAS, FS, APHIS, and SCS have identified 5 host positions to be filled from the private sector. In addition, key management positions will be identified in the Office of the Secretary to be filled under this program. Assignments will begin in September, after selection by the President's Commission. (Contact: Pat Killen, OP, ext. 75625.)

FS FIELD STATION IMPLEMENTS INNOVATIVE EEO PROGRAM.....The program, "College Recruitment of Ethnic Minorities and Women," was initiated in October 1970 by the Pacific Southwest Forest and Range Experiment Station. Black, Spanish-speaking, Oriental and women students were employed for part-time of full-time summer work. 17 were placed in jobs in 1971 and 31 in 1972. (Contact: Marjory Hart, OP, ext. 72973.)

EQUAL OPPORTUNITY

DISCUSSIONS COMPLETED WITH AGENCIES ON MINORITY BUSINESS GOALS.....OEO reviewed agency action plans regarding current year 8(a) goals with all concerned Deputy Administrators for Management. One conclusion drawn from the discussions was that prior to June 1, 1975, agencies should coordinate planned and/or proposed contracts for FY 1976 with the Rural Minority Business Assistance Division, OEO. (Contact: J. Fred King, OEO, ext. 77117.)

AGENCIES REMINDED TO COORDINATE ALL INDIAN MATTERS WITH OEO.....Recent correspondence was acted upon by an agency without notification to the Indian Desk, OEO. The result was separate and adverse answers going from USDA in response to queries. Please be sure that all inquiries or correspondence concerning Indian matters are coordinated with the Indian Desk. (Contact: M.S. Washington, Jr., OEO, ext. 74257.)

ADMINISTRATIVE OPERATIONS

TRACKING PROBLEMS PERSIST IN CONTROLLED CORRESPONDENCE PROGRAM.....This is caused by controlled correspondence being re-referred without notifying Secretary's Record or the agencies correspondence control officers. The result is lost or mislaid correspondence and unnecessary work in locating it. It also means you are held accountable for correspondence you no longer have -- or have no record of receiving. Secretary's Records and controlled correspondence officers should be notified of all re-referred mail -- or mail that has entered the agency without going through the established control channels. (Contact: Jerry Pepper, OO, ext. 78393.)

SECRETARY REEMPHASIZES IMPORTANCE OF SERVICE CENTER PROGRAM.....Agency heads have been asked to accelerate designation of sites and development of the centers. 322 locations have been approved to date; the goal is 1,000 by July 1. Representatives from the agencies and Office of Operations will visit nearly all states before July 1 to provide program and technical assistance. In addition, regional training sessions are being planned for early in FY 1976. (Contact: Dick Hadsell, OO, ext. 73152.)

ENERGY CONSERVATION AUDITS IN PROGRESS.....GAO is auditing USDA headquarters energy conservation practices as part of an audit of 150 major installations Government-wide. OA is continuing its survey of energy conservation practices in conjunction with routine field activity audits. (Contact: Kim Boyer, OO, ext. 77557.)

TOTAL PURCHASES AND SHARE TO SMALL BUSINESS RISE IN FIRST HALF, FY 1975.....
 USDA administrative procurement totalled \$129,431,000 in the first half of FY 1975. This is an increase of \$12 million over the same period in FY 1974 and \$34 million over FY 1973. Almost 67% of 1975 procurement has gone to small business -- 2% rise compared to FY 1974, but still less than the 69% in the first half of FY 1973. (Contact: Dean Smith, 00, ext. 77527.)

BICENTENNIAL CELEBRATION SYMBOL TO BE ON ALL GOVERNMENT ENVELOPES.....
 GSA is to arrange for inclusion of the logo; no specific action by ordering agencies is required. Authority for inclusion of the Equal Opportunity and Hire the Handicapped slogans on Government envelopes has expired. (Contact: Dean Smith, 00, ext. 77527.)

GSA REVIEWS ITS ROLE AND OPERATIONS...Following discussions with the Executive Officers Group (Assistant Secretaries for Administration), GSA is reviewing its operating procedures, delegations of responsibility, extent of GSA involvement in day-to-day operations and similar matters. GSA has awarded a consultant contract to review its present functions and services to the operating agencies. The consultant has met with administrative services officers and 00 staff. (Contact: John Keaney, 00, ext. 73937.)

CENTRAL SERVICES

GSA SENDS TERMINAL DPA TO CONGRESS ON FEBRUARY 25.....If no objections result, GSA will issue the Delegation of Procurement Authorization (DPA) for the computer terminals after 10 days. See issue #4 for background information. (Contact: Vic Muller, OADS, ext. 77823.)

OTHER

SENATE COMMITTEE APPOINTED.....

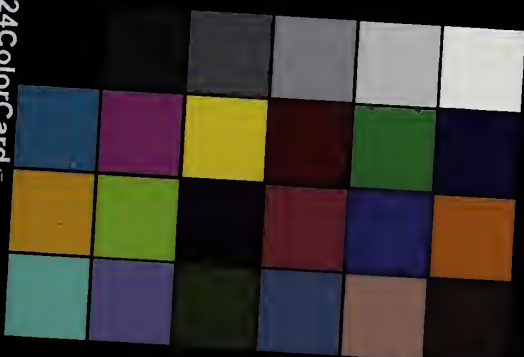
Committee on Agriculture and Forestry

Mr. Talmadge, Ga., Chairman	Mr. Dole, Kansas
Mr. Eastland, Miss.	Mr. Curtis, Neb.
Mr. McGovern, S.D.	Mr. Young, N.D.
Mr. Allen, Ala.	Mr. Bellmon, Okla.
Mr. Humphrey, Minn.	Mr. Helms, N.C.
Mr. Huddleston, Ky.	
Mr. Clark, Iowa	
Mr. Stone, Fla.	
Mr. Leahy, Vt.	

(Contact: Fritz Behrens, OMF, ext. 73671.)

RIGHT

24ColorCard Camera C ray.com



TOTAL PURCHASES AND SHARE TO SMALL BUSINESS RISE IN FIRST HALF, FY 1975.....
 USDA administrative procurement totalled \$129,431,000 in the first half of FY 1975. This is an increase of \$12 million over the same period in FY 1974 and \$34 million over FY 1973. Almost 67% of 1975 procurement has gone to small business -- 2% rise compared to FY 1974, but still less than the 69% in the first half of FY 1973. (Contact: Dean Smith, 00, ext. 77527.)

BICENTENNIAL CELEBRATION SYMBOL TO BE ON ALL GOVERNMENT ENVELOPES.....
 GSA is to arrange for inclusion of the logo; no specific action by ordering agencies is required. Authority for inclusion of the Equal Opportunity and Hire the Handicapped slogans on Government envelopes has expired. (Contact: Dean Smith, 00, ext. 77527.)

GSA REVIEWS ITS ROLE AND OPERATIONS...Following discussions with the Executive Officers Group (Assistant Secretaries for Administration), GSA is reviewing its operating procedures, delegations of responsibility, extent of GSA involvement in day-to-day operations and similar matters. GSA has awarded a consultant contract to review its present functions and services to the operating agencies. The consultant has met with administrative services officers and 00 staff. (Contact: John Keaney, 00, ext. 73937.)

CENTRAL SERVICES

GSA SENDS TERMINAL DPA TO CONGRESS ON FEBRUARY 25.....If no objections result, GSA will issue the Delegation of Procurement Authorization (DPA) for the computer terminals after 10 days. See issue #4 for background information. (Contact: Vic Muller, OADS, ext. 77823.)

OTHER

SENATE COMMITTEE APPOINTED.....

Committee on Agriculture and Forestry

Mr. Talmadge, Ga., Chairman
 Mr. Eastland, Miss.
 Mr. McGovern, S.D.
 Mr. Allen, Ala.
 Mr. Humphrey, Minn.
 Mr. Huddleston, Ky.
 Mr. Clark, Iowa
 Mr. Stone, Fla.
 Mr. Leahy, Vt.

Mr. Dole, Kansas
 Mr. Curtis, Neb.
 Mr. Young, N.D.
 Mr. Bellmon, Okla.
 Mr. Helms, N.C.

(Contact: Fritz Behrens, OMF, ext. 73671.)